



Supervisor - Property Accountability

Details

Job ID : 335

Title : Supervisor - Property Accountability

Job Code : 1113

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR SUPERVISING PROPERTY ACCOUNTABILITY STAFF AND MANAGING STATEWIDE PROPERTY ACCOUNTABILITY SYSTEM.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF EXPERIENCE MUST INCLUDE INVENTORY EXPERIENCE

Job Skills/Abilities

- MICROSOFT OFFICE
- AUTOCAD
- EXPERTISE WITH DESIGN DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- SUPERVISES PROPERTY ACCOUNTABILITY STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- MANAGES STATEWIDE INVENTORY PROGRAM
- SCHEDULES AND COORDINATES VISITS TO SITES WITH LOCAL OFFICIALS
- WORKS WITH COJ STAFF, STATE AUDITOR, AND FINANCE ON FURNITURE/EQUIPMENT REPORTING REQUIREMENTS
- IMPLEMENTS AND MANAGES ARCHIBUS DATABASE
- GENERATES REQUIRED REPORTS
- OTHER DUTIES AS ASSIGNED